

## **CHAPTER 10 - OBJECTIVES, POLICY AND SCOPE OF OPERATION**

### **MISSION STATEMENT - EASTERN AREA COORDINATION CENTER**

The Eastern Area coordination center (EACC), located in Milwaukee, Wisconsin, is the Geographic Area Coordination Center (GACC) for the 20 northeastern states, Bureau of Indian Affairs (BIA), National Park Service (NPS), Forest Service (FS), Fish and Wildlife Service (FWS), and other cooperating agencies.

The principal mission of the Eastern Area Coordination Center is the cost effective and timely coordination of land management agency successful emergency response for wildland fire. As a partner in the National Response Framework (NRF) and as interagency cooperators, we will also meet the requirements of all-hazard incidents as directed by the NRF or Presidential and Secretarial direction. This is accomplished through planning, situation monitoring, and expediting resource orders between the Bureau of Indian Affairs (BIA) Areas, the Bureau of Land Management (BLM), States, the National Association of State Foresters (NASF), Fish and Wildlife Service (FWS) Regions, Forest Service (FS) Regions, National Park Service (NPS) Regions, National Weather Service (NWS) Regions, Federal Emergency Management Agency (FEMA) Regions through the United States Fire Administration (USFA) and other cooperating agencies.

The Eastern Area Interagency Mobilization Guide (EMG) supplements the National Interagency Mobilization Guide (NMG) and identifies standard Eastern Area procedures which guide the operations of multi-agency logistical support activity throughout the coordination system. This guide is intended to facilitate interagency dispatch coordination, ensuring the timeliest and cost-effective incident support services available are provided. It is designed to accommodate amendments as needed and will be retained as current material until amended. Local mobilization guides should be used to supplement the Eastern Area Interagency Mobilization Guide.

### **TOTAL MOBILITY**

EACC uses the total mobility concept to position and utilize resources to meet existing and anticipated incident, preparedness, severity, and wildland and prescribed fire needs regardless of geographic location or agency affiliation.

### **PRIORITIES**

When competition for wildland fire resources occurs within the Geographic Area, EACC will establish Geographic Area priorities and confirm drawdown levels until relieved of this responsibility by the Eastern Area Multi-Agency Coordination group (EA MAC).

When requested, Units will establish priorities for their incidents and wildland fires and report them to EACC.

The single overriding suppression priority is the protection of human life - both, that of our firefighters and of the public.

In setting geographic area priorities and drawdown levels, the following criteria will be considered:

- Protecting communities and community infrastructure, other property and improvements, and natural and cultural resources.

- Maintaining initial attack capability.
- Limiting costs without compromising safety.
- Meeting agency suppression objectives.
- Support to National Response Framework (NRF) tasking's.

A multi-agency coordinating group (MAC) may be established at the request of any member agency. This group will be staffed to the level necessitated by the existing wildfire/all-hazard incident/emergency.

Once established, the Eastern Area MAC group is delegated authority to:

- Establish priorities for fires/incidents within the Eastern area.
- Establish priorities for prepositioning and suppression requirements among units.
- Allocate critical resources.
- Reallocate critical resources when necessary as situations change.

#### **RESOURCE ALLOCATION DECISIONS WHEN THE EA MAC GROUP IS NOT ACTIVATED**

Prior to circumstances which trigger activation of the EA MAC Group, any Agency Representative may initiate a conference call with EACC and the other Agency Representatives for the purpose of the gathering and sharing situational intelligence. The conference calls should include a representative from each federal, state and/or compact that could potentially be affected by the current or forecasted weather or events. The purpose of the call to identify potential resource needs and determine the level of interagency support that may be needed to fill anticipated shortages. In such cases, decisions that affect movement of aviation assets and out of GACC resources will be made by the EACC Center Manager, in consultation with the EACG Chair.

The Center Manager will consult with the National Interagency Coordination Center (NICC) and EA Dispatch Centers or sub-geographic MAC groups as appropriate. Decisions by the Center Manager will be relayed to the EACG Chair until the EA MAC group has assembled. Such decisions shall remain in effect after EA MAC group activation and become part of the official record. The EA MAC group will re-evaluate the decisions of the Center Manager in the normal course of business as they assess the situational needs at the time.

#### **LOCAL AND GEOGRAPHIC AREA DRAWDOWN LEVELS**

Drawdown is the predetermined number and type of fire suppression resources that are required to maintain viable initial attack (IA) capability at either the local or the geographic area.

Drawdown resources are considered unavailable outside the local or Geographic Area for which they have been identified. Drawdown is intended to ensure adequate fire suppression capability for local and/or Geographic Area managers and enable sound planning and preparedness at all management levels.

Although drawdown resources are considered unavailable outside the local or geographic area for which they have been identified, National Resources may still be reallocated by the Geographic Area or NICC in coordination with the National Multi-Agency Coordinating Group (NMAC) to meet higher priority obligations.

Local drawdown is established by the local unit and/or the local MAC group and implemented by the local dispatch office. The local dispatch office will notify the Geographic Area Coordination Center (GACC) of local drawdown decisions and actions.

Geographic Area drawdown is established by the Geographic Area Multi-Agency Coordination Group (GMAC) and implemented by the GACC. The GACC will notify the local dispatch offices and the National Interagency Coordination Center (NICC) of Geographic Area drawdown decision and actions.

### **NATIONAL READY RESERVE**

National Ready Reserve is a means by which the NMAC identifies and readies specific categories, types and quantities of fire suppression resources in order to maintain overall national readiness during periods of actual or predicted national suppression resource scarcity.

National Ready Reserve implementation responsibilities are as follows:

- NMAC establishes National Ready Reserve requirements by resource category, type and quantity.
- NICC implements NMAC intent by directing individual GACCs to place specific categories, types, and quantities of resources on National Ready Reserve.
- GACCs direct local dispatch centers and/or assigned IMTs to specifically identify resources to be placed on National Ready Reserve.

NICC mobilizes National Ready Reserve resources through established ordering channels as necessary.

National Ready Reserve resources must meet the following requirements:

- May be currently assigned to ongoing incidents;
- Must be able to demobilize and be en route to the new assignment in less than 2 hours;
- Resources must have a minimum of 7 days left in 14-day rotation (extensions will not be factored in this calculation);
- May be assigned to incidents after being designated ready reserve, in coordination with NICC; and
- Designated ready reserve resources may be adjusted daily.
- NMAC will adjust ready reserve requirements as needed. Furthermore, in order to maintain national surge capability, the NMAC may retain available resources within a Geographic Area, over and above the established Geographic Area drawdown level.

### **NATIONAL SURGE PACKAGES**

National Surge Package (NSP) resources are intended to assist Geographic Area Coordinating Groups (GACGs) with a means to accomplish critical tactical missions. Prioritization and use of NSP resources should be based on probability of success, values at risk, and a strategy that will likely result in completing key incident objectives that may maintain or reduce incident complexity and/or resource needs.

NMAC may assemble a variety of resources into NSP response packages. Geographic Area Coordination Centers will be notified by the NICC of the availability of NSP packages. Interested GACGs will provide a written request for NSP packages to NMAC through their NMAC liaison within 24 hours of notification. At any time, GACGs may also request specific resources for consideration and assembly by NMAC as NSP resources/packages. Requests for NSP resource packages must include information about the strategy for use of the NSP package. This strategy should be specific and outline how the

resources will be utilized to prevent specific incidents from increasing in complexity, and/or to accomplish key incident objectives that decrease long-term resource needs on the incident(s). The intent of NSP resource allocation is to assign the group of resources to a series of specific incidents to accomplish critical tactical objectives over the course of a three to seven-day span, and then move the resources to the next priority incident to accomplish key incident objectives. NSP resources should not be spread to multiple incidents where key incident objectives cannot be attained with a single NSP resource.

NSP resources may also be composed of support function personnel intended to assist GACGs with a means to reinforce key support functions during high tempo periods. Requests for support NSP resources should be based on current support function gaps and long-term outlook of support resource needs. It is the responsibility of the GACGs to ensure NSP resources/packages are utilized in alignment with the original request.

## **SCOPE OF OPERATION**

### **GENERAL**

#### **NATIONAL RESPONSE FRAMEWORK (NRF)**

The National Response Framework provides a comprehensive, national, all-hazards approach to domestic incident management across a spectrum of activities including prevention, protection, mitigation and recovery. The NRF identifies the Forest Service as the Primary and Coordinating agency for implementing the Emergency Support Function (ESF) #4, Firefighting with the scope of coordinating firefighting activities and providing personnel, equipment, and supplies in support of State, Tribal and local agencies involved in wildland, rural and urban firefighting operations. The NRF also identifies Department of Interior (DOI) as Primary Agency, along with United States Department of Agriculture (USDA), for implementing ESF #11, Agriculture and Natural Resources. The Forest Service and Department of Interior also have Support Agency responsibilities under all 15 Emergency Support Functions.

Activities will be accomplished utilizing established dispatch coordination concepts. The affected GACC will coordinate ordering points with Regional Response Coordination Centers (RRCC) and Joint Field Offices (JFO). As necessary, it will pass on to NICC at Boise, Idaho for national response and logistical support when Geographic Area resources are fully committed. In the event of national level shortages or unavailability, the National Response Coordination Centers (NRCC) through the ESF #4 Desk in Washington, DC will pursue resolution of such shortages. Requests that originate from the NRCC will be processed through the Virginia Interagency Coordination Center (VICC) in Roanoke, Virginia. Situation and damage assessment information will be transmitted through established fire management intelligence channels.

In most cases, federal agencies, when requested to support the NRF, will provide base eight salaries for permanent employees. FEMA will reimburse overtime, travel, and per diem costs for all employees. Base eight salaries may be reimbursed for temporary, Administratively Determined, (AD) and State employees mobilized to assist.

**Eastern Area ESF4 Coordinators**

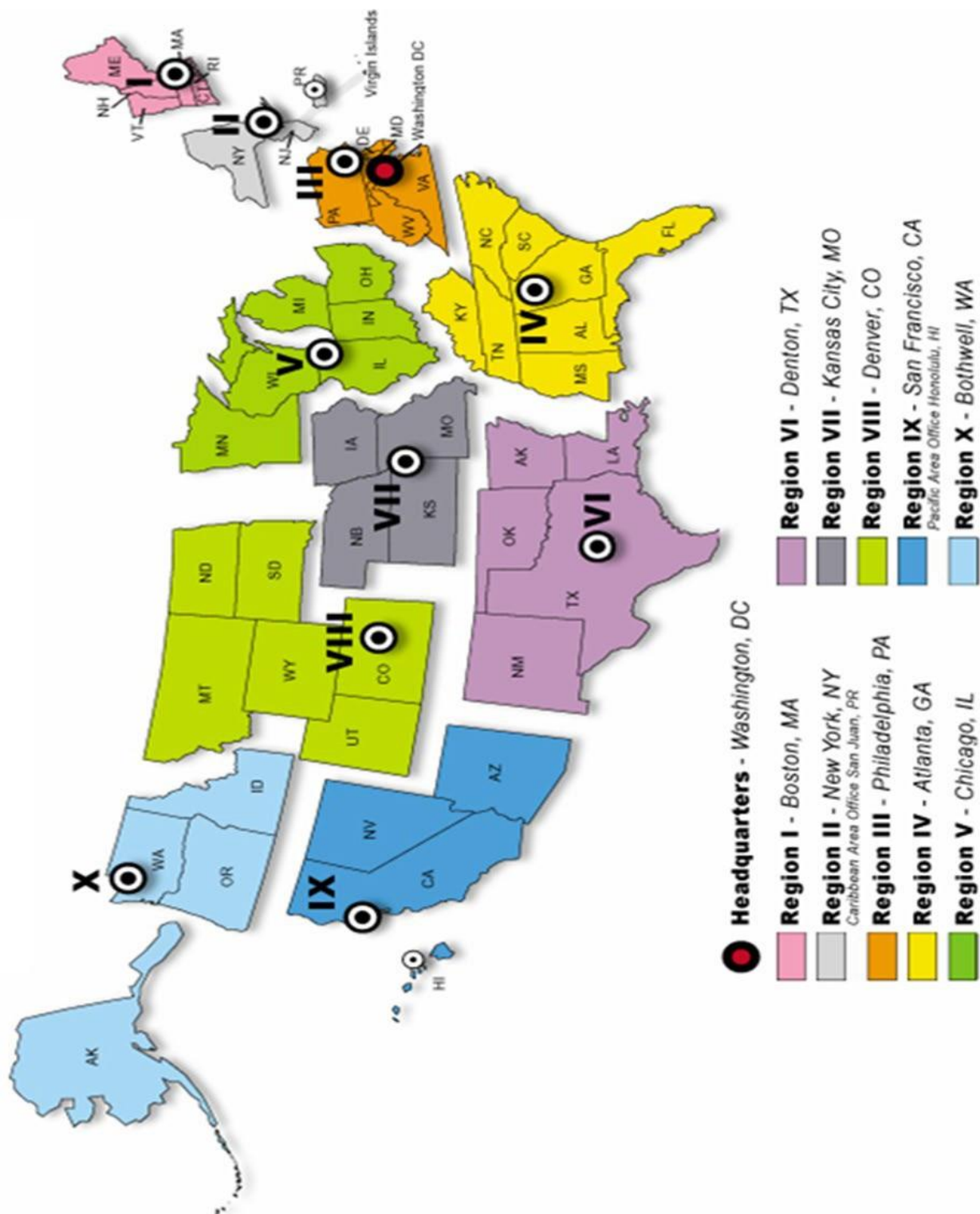
<b>FEMA Region</b>	<b>States Involved</b>	<b>Contact Information</b>
1	Maine, New Hampshire, Massachusetts, Vermont, Connecticut, Rhode Island	Brad Simpkins, Eastern Region State & Private Forestry Office: 603-868-7656 Cell: 603-312-8326 24 Hour Operations: 414-944-3811
2	New York, New Jersey, Puerto Rico, U.S. Virgin Islands	Maris Gabliks, Eastern Region State & Private Forestry Office: N/A Cell: 609-235-7524 24 Hour Operations: 414-944-3811
3	Pennsylvania, Delaware, Maryland, District of Columbia, Virginia*, West Virginia	Maris Gabliks, Eastern Region State & Private Forestry Office: N/A Cell: 609-235-7524 24 Hour Operations: 414-944-3811
5	Ohio, Indiana, Michigan, Illinois, Wisconsin, Minnesota	Dennis Fiore, Eastern Region State & Private Forestry Cell: (971) 420-7050 24 Hour Operations: 414-944-3811
7	Iowa, Missouri	Dennis Fiore, Eastern Region State & Private Forestry Cell: (971) 420-7050 24 Hour Operations: 414-944-3811
7	Kansas, Nebraska	Scott Sugg, FS Region 2 Cell: (303) 941-2779 24 Hour Operations: (303) 445-4310 - RMCC

\*Dispatch of Virginia resources for disaster assistance will be made through the Virginia Interagency Coordination Center (VICC), Roanoke, VA.

The ESF4 Coordinator, FS Region 2, will function as the Regional contact for FEMA Region VII and will work through the Rocky Mountain Area Coordination Center to provide resources and support to disaster assistance in Kansas and Nebraska.

For additional FEMA contact information, please reference EMG, Ch. 70.

## Department of Homeland Security Regions Map



**FOREST SERVICE RESPONSE PROCEDURES - RESPONSE UNDER NRF**

See the FS All-Hazard Response Doctrine and ESF4 Reference Guide for specific response procedures at: <https://www.fs.fed.us/managing-land/fire/ibp/all-hazard>

**FIRE SUPPRESSION ASSISTANCE**

Section 420 of the Stafford Act authorizes FEMA to provide federal assistance to the states under certain conditions. Forest Service assistance is provided under terms of a cooperative fire agreement between the Forest Service and the State. Regular Forest Service and Fire Management fiscal procedures and policy apply. FEMA reimbursement is made directly to the State, unless other arrangements are made.

**FEMA PRINCIPAL ADVISOR**

The Forest Service has a primary responsibility for providing Principal Advisors and ESF4 personnel to FEMA for technical advice and assistance in support of Section 420 of the Stafford Act (FSM 3142). The Stafford Act authorizes FEMA to provide Fire Management Assistance Grants (FMAGs) to States for the suppression of any wildfire on publicly or privately owned forest or grassland that threatens such destruction as would constitute a major disaster.

The role of the Principal Advisor is to provide FEMA with an assessment of the wildfire situation; the threat posed to individuals and improved structures by the uncontrolled wildfire and the prognosis for the future course of the fire. The Principal Advisor position is typically filled by the Fire Management Officer on the National Forest within the State requesting the assistance, or the closest available National Forest Fire Management Officer. Principle Advisors are designated by the Regional ESF4 Coordinator (EMG, Ch. 10).

Principal Advisor reference FEMA web site: [https://www.fema.gov/media-library-data/1394820975537-a279bff2a4a300676b870154ac922b/FMAG%20Guide%20Feb%202014\\_508.pdf](https://www.fema.gov/media-library-data/1394820975537-a279bff2a4a300676b870154ac922b/FMAG%20Guide%20Feb%202014_508.pdf)

**OTHER THAN THE NRF OR FIRE SUPPRESSION ASSISTANCE (SECTION 420)**

Without a Presidential declaration of a major disaster, Federal agencies must respond within the limits of their own authorities and agency funds. Appropriations bill language and Comptroller General (CG) decisions exist which can be used to guide the limits of response in individual situations.

**COST REIMBURSEMENT - NATIONAL RESPONSE FRAMEWORK (NRF)**

Funds to cover eligible expenses will be provided through reimbursement by FEMA. Expenditures eligible for reimbursement in accordance with 44 CFR 206, subpart A, section 206.8, paragraph c include:

- Overtime, travel and per diem for regular Federal personnel.
- Regular time and overtime wages, travel, and per diem of all state personnel, any temporary Federal personnel assigned solely to perform services required to assist in the emergency (AD personnel, seasonal employees).
- Cost of services procured under contract for the purposes of providing assistance.
- Cost of materials, equipment, and supplies (including transportation, repair, and maintenance).

- All costs incurred which are paid from trust, revolving, or other funds, and whose reimbursement is required by law.
- Other costs submitted by an agency with written justification or otherwise agreed to in writing by FEMA (includes indirect burden rates).

DOI agencies are responsible for providing their own financial services and support to their field response operations.

### **OFFICE OF FOREIGN DISASTER ASSISTANCE (OFDA)**

Refer to National Mobilization Guide, Chapter 10

### **MOBILIZATION/DEMOBILIZATION**

EACC will coordinate the movement of all resources across Geographic Area dispatch boundaries not covered by local operating plans or other direction found in this guide. When it is reasonable to expect containment prior to the next operational period, dispatch centers at the local level should coordinate directly if the resources are used for initial attack on adjacent jurisdictions. If it becomes evident the incident will not be contained during the first operational period, resources mobilized will be ordered through established ordering channels.

Units responding to non-compact requests are responsible for ensuring the resources dispatched meet the criteria specified in this Guide and/or the National Wildfire Coordinating Group (NWCG) Wildland Fire Qualification System Guide (PMS 310-1). <https://www.nwcg.gov/publications/310-1>

Resources assigned to emergency incidents will follow sending agency dispatch procedures for travel to the incident. Incident agency dispatch procedures will be followed for return travel from the incident with the hosting dispatch office making travel arrangements and provide airline tickets or travel information to individuals and resources as needed. Travel arrangements made outside of incident agency dispatch procedures may not be reimbursed without proper approvals and authorization. Commercial and/or contract transportation methods may be used.

During demobilization of resources, emphasis will be placed on having personnel home no later than 2200 hours local time. Occasionally, the availability of large transport aircraft will dictate timeframes during demobilization.

To manage fatigue, every effort should be made to avoid off unit (excluding IA response) mobilization and demobilization travel between 2200 hours and 0500 hours local time.

### **WORK/REST, LENGTH OF ASSIGNMENT, AND DAYS OFF**

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for all incident personnel.

To assist in mitigating fatigue, days off are allowed during and after assignments. If necessary to reduce fatigue, the Type 1/2 Incident Commander (IC) or Agency Administrator (AA) (incident host or home unit) may provide time off supplementary to mandatory days off requirements.

For Type 3 - 5 incidents, paid days off should be the exception. However, if necessary, the Agency Administrator (incident host or home unit) may authorize day(s) off with pay.

The IC or AA authority to grant a day off with pay lies within 5 USC 6104, 5 CFR 610.301-306, and 56 CG



Decision 393 (1977).

### WORK/REST GUIDELINES

Work/rest guidelines should be met on all incidents. Plan for and ensure a 2:1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest).

Work shifts that exceed 16 hours within a 24 hour period and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. However, in situations where this occurs for example, initial attack, incident management personnel will resume 2:1 work/rest ratio as quickly as possible.

**The intent of the guidelines is to manage fatigue** and provide flexibility for IC's and AA's managing initial attack, extended attack, and large fires. The guidelines are designed to ensure that for every 2 hours of work or travel, 1 hour of time off should be provided within a 24-hour period. It does not matter when the 24-hour period starts; all time recorded on the clock is counted as hours of work; time off the clock is counted as hours of rest, including meal breaks.

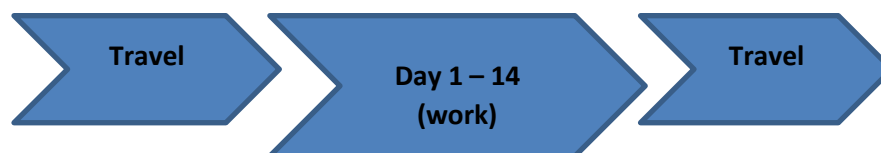
The IC or AA must justify shifts that exceed 16 hours and those that do not meet the 2:1 work to rest ratio. Justification will be documented in the daily incident records. Documentation shall include mitigation measures used to reduce fatigue.

The work/rest guidelines do not apply to aircraft pilots assigned to an incident. Pilots must abide by applicable Federal Aviation Administration (FAA) guidelines, or agency policy if more restrictive.

### LENGTH OF ASSIGNMENT

**Assignment Definition:** An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit.

**Length of Assignment:** Standard assignment length is 14 days, exclusive of travel from and to home unit.



**Time spent in staging and preposition status counts toward the 14- day limit, regardless of pay status, for all personnel, including Incident Management Teams.**

**Days Off:** After completion of a 14-day assignment and return to the home unit, two (2) mandatory days off will be provided (2 after 14) (State regulations may preclude authorizing this for State employees). Days off must occur on the calendar days immediately following the return travel in order to be charged to the incident (5 U.S.C. 6104, 5 CFR 610. 301-306, and 56 Comp. Gen. Decision 393 (1977)). If the next day(s) upon return from an incident is/are a regular workday(s), a paid day(s) off will be authorized.

Pay entitlement, including administrative leave, for a paid day(s) off cannot be authorized on the individual's regular day(s) off at their home unit. Agencies will apply holiday pay regulations, as appropriate. A paid day off is

recorded on home unit time records according to agency requirements.

Casuals (ADs) and contract resources are not entitled to paid day(s) off upon release from the incident or at their point of hire.

Home unit Agency Administrators may authorize additional day(s) off with compensation to further mitigate fatigue. If authorized, home unit program funds will be used.

All length of assignment rules apply to aviation resources, including aircraft pilots (notwithstanding the FAA and agency day off regulations).

All length of assignment rules apply to aviation resources personnel, including aircraft pilots (notwithstanding the FAA and agency day off regulations). Contracted aircraft are not restricted by length of assignment. In order to limit disruption to operations, reduce strain on the ordering system and reduce unnecessary mobilization and demobilization of these high-cost resources, Exclusive Use personnel are expected to utilize a personnel rotation schedule that meets staffing criteria required of the resource.

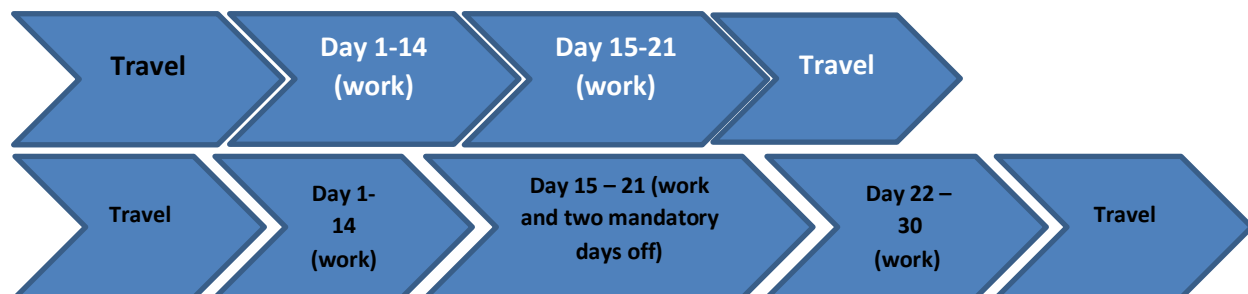
### ASSIGNMENT EXTENSION

Prior to assigning incident personnel to back-to-back assignments, their health, readiness, and capability must be considered. The health and safety of incident personnel and resources will not be compromised under any circumstances. Personnel should anticipate the possibility of an extension when taking an assignment to Alaska.

Assignments may be extended when:

- Life and property are imminently threatened,
- Suppression objectives are close to being met, or
- Replacement resources are unavailable or have not yet arrived.

Upon completion of the standard 14-day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel).



Contracts, Incident Blanket Purchase Agreements (I-BPAs), and Emergency Equipment Rental Agreements (EERAs) should be reviewed for appropriate pay requirements and length of assignment. If the contract, I-BPA, or EERAs do not address this, the incident Finance/Administration Section Chief or the procurement official should be consulted as to whether compensation for a day off is appropriate.

### SINGLE RESOURCE EXTENSIONS

The Section Chief or Incident Commander will identify the need for assignment extension and will obtain the affected resource's concurrence. The Section Chief and affected resource will acquire and document the home unit supervisor's approval.

The Incident Commander approves the extension. If a convened Geographic or National Multi-Agency Coordinating Group (GMAC/NMAC) directs, the Incident Commander approves only after GMAC/NMAC concurrence.

If the potential exists for reassignment to another incident during the extension, the home unit supervisor and affected resource will be advised and must concur prior to reassignment.

### **INCIDENT MANAGEMENT TEAM EXTENSIONS**

IMT extensions are to be negotiated between the Agency Administrator, the Incident Commander and the sending and hosting GACC/GMAC. NMAC approval is required for Type 1 IMTs and Area Commands.

### **INCIDENT OPERATIONS DRIVING**

These standards address driving by personnel actively engaged in wildland fire or all-hazard response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest location). In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization as well. Individual agency driving policies shall be consulted for all other non-incident driving.

- Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
- No driver will drive more than 10 hours (behind the wheel) within any duty day.
- Multiple drivers in a single vehicle may drive up to their agency's duty day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.

A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

Exception to the minimum off-duty hour requirement is allowed when essential to:

- Accomplish immediate and critical suppression objectives, or
- Address immediate and critical firefighter or public safety issues.
- As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16-hour work shifts. This is required regardless of whether the driver is compliant with the 10-hour individual (behind the wheel) driving time limitations.

### **INITIAL ATTACK DEFINITION**

Initial Attack (IA) is a preplanned response to a wildfire, given the wildfire's potential. Initial Attack may include size up, patrolling, monitoring, holding action, or suppression. Initial Attack will take priority over extended attack incidents.

Dispatch centers are to inform all resources of the name of the assigned Incident Commander and all other pertinent information. All changes in Incident Command leadership will be announced to assigned and incoming resources during initial and extended attack incidents. This information should also be relayed to Fire Management staff.

Initial attack involving the commitment of resources across recognized dispatch boundaries must comply with the following guidelines:

- Resources dispatched are identified in formalized Agreements, Operating Plans, or Memorandum of Understanding and are located on or adjacent to mutual jurisdictional wildland fire management boundaries.
- At the time it becomes evident the incident will not be contained during the first operational period, at the request of the sending unit, resources assigned will be formally ordered through established ordering channels.

EACC may order initial attack air tankers directly from the Southern Area Coordination Center (SACC).

### **RESOURCE MOBILIZATION**

To ensure safe and efficient mobilization of resources to incidents, resources are requested and mobilized using the Interagency Resource Ordering Capability (IROC). Standard interagency mobilization processes are identified within the Interagency Standards for the IROC Operations Guide (ISROG) located at the following website: <https://www.nifc.gov/nicc/logistics/references/ISROG.pdf>

With the exception of compact orders, NICC will not process requests for resources “after the fact,” for resources that self-mobilized i.e., requests for resources that have mobilized to an incident prior to receiving a resource order.

NICC will process requests for Task Forces if the requested configuration is clearly identified in Special Needs on the resource order. If Special Needs does not identify the specific configuration, the request will not be processed.

The Mobile Food & Shower Service Request Form, the Aircraft Flight Request/Schedule Form, the Infrared Aircraft Scanner Request Form, and the Preparedness/Detail Request Form are the approved forms (see chapter 80) that, when associated with a IROC request, satisfy documentation required of resource mobilization.

Responsible agency management fiscal codes must be included on each approved form.

NICC will process resource orders for planned events. NICC will not process overhead resource orders for training unless it is required for an AD hire, or for a unique situation (agency approval required).

Prior to incident mobilization, all resources will be requested, by a standard resource categorization and identified with a unique request number through established dispatch channels.

The standard categorization system is:

A = Aircraft  
O = Overhead  
C = Crews  
E = Equipment  
S = Supplies

A two letter (alpha) identifier for the state in which the responsible agency is located, followed by a three or four character (alpha and/or numeric) for the responsible agency, and a unique order or incident number containing a maximum of six (6) characters (alpha and/or numeric) will make up the incident/project order number.

Resources assigned to incidents will be identified by a two (2) letter (alpha) identifier for the State in which the resource is based, followed by a three (3) or four (4) character (alpha and/or numeric) for the

sending agency. See [https://wfmi.nifc.gov/unit\\_id/Publish.html](https://wfmi.nifc.gov/unit_id/Publish.html) for a complete list.

### RESOURCE MOBILIZATION PRIORITIES

The Eastern Area Multi-Agency Coordinating Group (EACG) has established priorities for resource mobilization.

The priorities are as follows:

1. Resources represented by the National Wildland Fire Coordinating Group (FS, NPS, F&WS, BIA, BLM and the twenty Northeastern States)
2. Casual Hires
3. Contractors

### NONSTANDARD DEMOBILIZATION

There are several nonstandard demobilization scenarios. It is important to involve EACC and IARRs (Interagency Resource Representatives) in these instances. When an emergency arises, confidentiality of the individual involved is to be strictly maintained.

- **Agency Requested Release:** When the sending unit requests an employee to be released due to unforeseen commitments, i.e. testimony for a trial or human resource issues.
- **Emergency Release:** When a family emergency occurs, a family member or friend is to contact the home dispatch unit, who will initiate an emergency release form. The home dispatch unit will follow the chain of command to relay the message to EACC. EACC will deliver the message through standard dispatch channels and through an IARR, if available. All documentation of emergency releases must pass through EACC.
- **Medical Release:** When there is a medical emergency on an incident EACC will be notified through standard dispatch channels and/or through an IARR, if available. EACC will notify the sending dispatch unit. Provisions should be made to address any special needs, i.e. help deplaning, agency appointed escort, ambulance or special vehicle for transportation.
- **Disciplinary Release:** When a resource is released for disciplinary reasons, no reassignment will be considered. If a crew member is involved, the IARR, if available, will notify EACC. EACC will notify the home unit. The home unit will be responsible for disciplinary action.

### MOBILIZATION CENTER

A mobilization center is an off-incident location at which personnel and/or equipment are temporarily located pending assignment, release, or reassignment.

EACC will generate a ROSS/IROC request to activate a mobilization center. The Mobilization Center Manager is responsible for the mobilization center's operational oversight.

Eastern Area has three levels for mobilization center activation.

- **Level 1** - National or Area Activation
- **Level 2** - Local Activation
- **Level 3** - Activation, long term

Level 1 and Level 3 Mobilization Centers are normally activated and supported by EACC to meet the needs of the geographic area or nation.

Level 2 Mobilization Centers are normally activated and supported by a local area to meet a local area need.

Eastern Area Mobilization Center Activation Plan is updated annually by March 1 and posted on the EACC web page.

Designated centers within the Eastern Area and the units responsible for staffing them are identified below. Temporary mobilization centers may be designated at the discretion of the EA MAC or EACC.

When mobilization centers are activated under Level 1 or Level 3, they fall under the direction of EACC unless specifically redirected by the Center Manager.

#### **Eastern Area Mobilization Centers**

<b>Responsible Unit</b>	<b>Mobilization Point</b>
Minnesota Interagency Coordination Center	<b>HIB</b> Hibbing, MN
Missouri-Iowa Coordination Center	<b>STL</b> St. Louis, MO
Northeastern Interagency Coordination Center	<b>MHT</b> Manchester, NH
Pennsylvania Department of Conservation and Natural Resources	<b>MDT</b> Harrisburg, PA

Each mobilization center must provide EACC with a copy of their annual operating plan by March 1.

Items to consider when operating a Mobilization Center:

- Feeding capability (local or on-site)
- Sanitation (service contract for portable toilets and hand/face washing)
- Gray water pumping for kitchen, if on site
- Showers available (on site or local – i.e. school, armory)
- Shelter day/night (sleeping, shade, inclement weather, lighting)
- Communications (internal (loudspeaker system), external sites, radios, fax, phone)
- Security (day/night)
- Transportation
- Supplies (minimal cache)
- Medical Station (first aid capability)
- Support personnel recommended for staffing: STAM, FACL, GSUL, CAMP, SEC2, EMTB, SOFR, PTRC, and micro-purchaser

#### **DEMOBILIZATION FROM A MOBILIZATION CENTER**

Mobilization center staff will coordinate with the home units to confirm transportation details from the mobilization center to the home unit. Transportation for arriving resources should arrive at the mobilization center 1-1/2 hour prior to scheduled aircraft arrival time.

Sending units are requested to notify their local dispatch of any contacts, travel plans, or ETAs received from their personnel that have not come through established dispatch channels.

**EACC will be notified if a crew will be in travel status after 2200 hours local time.**

**COMPACTS**

In the United States, the Weeks Law of 1911 authorized states to enter into compacts for the protection of forests and watersheds. Today there are eight Forest Fire Compacts in the United States and Canada representing almost all US states and Canadian provinces/territories.

Recognition of the need for consistency and continuity has led to the development of the Alliance of Forest Fire Compacts. The Alliance includes all eight forest fire compacts in the U.S. and Canada. More information is located at <http://affcompacts.org>

The purpose of forest fire compacts is to facilitate the sharing and coordination of resources, information, prevention efforts, training, fire management knowledge, and lessons learned. The exchange of resources between compacts is intended to be for states, provinces and territories using established procedures utilizing agency specific standards and terms. State and Federal agencies use the national interagency mobilization system as authorized in master cooperative wildland fire agreements. Forest fire compact orders are often processed in the national interagency mobilization system under the authorities of the forest fire compacts. Resources shared under compact authorities remain under compact control for the duration of their assignment and are separate from national interagency mobilizations. The two systems sometimes overlap, and understanding compact mobilizations is an important part of dispatching.

**WILDLAND FIRE ENTRAPMENT/FATALITY**

Entrapment: A situation where personnel are unexpectedly caught in fire behavior related, life-threatening positions where planned escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter for its intended purpose. This situation may or may not result in injury. They include “near misses.”

If a wildland fire entrapment or fatality occurs, it should be reported immediately to EACC. EACC will report the occurrence to NICC. A Wildland Fire Entrapment/Fatality Initial Report should be completed and mailed to EACC and the NICC electronically or by fax machine within twenty-four (24) hours. Submit this report even if some data is missing. The form (EMG, Ch. 80) is located on the EACC web site: [https://qacc.nifc.gov/eacc/logistics/dispatch/dispatch\\_forms.htm](https://qacc.nifc.gov/eacc/logistics/dispatch/dispatch_forms.htm).

Subsequent to the Initial Report, the investigation and review shall be conducted following agency specific policies and NWCG Guidelines.

**NATIONAL RESOURCES**

Refer to National Mobilization Guide, Chapter 10

**NOTIFICATION OF COMMITMENT OF NATIONAL RESOURCES**

When requested, Eastern Area units will notify EACC of the commitment of National Resources within their local area. Notification of National Resource commitment will be obtained via IROC notification and/or via phone call within fifteen (15) minutes of commitment when National Resources:

- Are committed internally to an incident or are no longer available for dispatch.
- Are available again, or
- Have location changes.

**UNABLE TO FILL (UTF) PROCEDURE**

A 48 hour “Unable to Fill” policy exists nationally. NICC will return requests to the ordering GACC with a “UTF” no more than 48 hours after receipt, unless notified the order can be filled. NICC will not accept or process any request previously UTF’d unless a new request number is assigned.

**STANDARD CUBES, WEIGHT AND GEAR POLICY FOR ALL PERSONNEL**

All personnel dispatched off their unit must conform to the following limitations:

- One frameless, soft pack not to exceed 45 pounds.
- Web gear or briefcase (not both), not to exceed 20 pounds.
- Maximum allowable crew weight, including equipment, is 5,300 pounds to include (6,625 pounds for 25 person crews.)
- All personnel baggage weights must be displayed separately from individual weights on flight manifests.
- Pre-identified Type 1 Incident Management Team members are authorized additional weight not to exceed 300 pounds, for equipment per team. The Incident Commander must designate, in advance, which team members are authorized additional weight and make this a matter of record.
- Excluding Smokejumpers, Rappelers, and Helicopter Managers.

**WILDLAND FIRE WEATHER FORECASTS**

Geographic Area Coordinating Groups will provide direction and guidance, which will ensure wildland fire weather forecasts are communicated in a timely manner to firefighters on all wildland fires.

**COST CODING**

Refer to National Mobilization Guide, Chapter 10

**National Fire Preparedness Plan**

National Preparedness Levels are established by the NMAC at NIFC throughout the calendar year. Preparedness Levels are dictated by burning conditions, fire activity and non-fire activity, and resource availability. Resource availability is the area of most concern. Situations and activities described within the Preparedness Levels consider wildland fires and prescribed fires. At preparedness levels 4 or 5, prescribed fire application can be continued or be initiated if the proposed action is approved by an agency at the Regional or State Office level. This approval must be based on an assessment of risk, impacts of the proposed actions on Area resources and activities. At any preparedness level, NMAC may request that proposed new prescribed fire (Rx) applications be curtailed to meet national resource needs for emergency operations. Reference specific agency guidance for further information.

**WHY PREPAREDNESS LEVELS ARE ESTABLISHED**

- To identify the level of wildland fire and non-fire activity, all-hazard and severity resource commitment within a Geographic Area or Nationally.
- To identify actions to be taken by Agency Administrators, Area Coordinators, the EACG, and local dispatch offices to assure an appropriate level of preparedness/readiness for the existing and potential situation.



- To guide and direct Area or Unit Fire Management activities when essential to ensure area preparedness or in response to situations within the Area or to the national situation.

The NICC will monitor the national wildland fire activity and Geographic Area Preparedness Levels and will recommend to the NMAC a National Preparedness Level. Response and support to non-fire incidents requiring a significant commitment of resources may also affect National Preparedness Levels. National Preparedness Levels will be responsive to the Homeland Security Advisory System. National Preparedness Levels are determined from the ground up and may influence resource allocations within Geographic Areas not experiencing significant activity to ensure sufficient resources are available for the national situation.

### **GEOGRAPHIC AREA PREPAREDNESS LEVELS**

Eastern Area preparedness levels are determined from information provided by units and predictive services personnel. Preparedness levels may limit activities within the Area to ensure that sufficient resources are available for Area mobilization. See the National Interagency Mobilization Guide for National Preparedness Level descriptions.

The Eastern Area Center Manager or acting will monitor the Area wildland fire and all-hazard situations to determine preparedness levels. As levels increase, all management direction/considerations from each previous level will automatically be continued at the next higher level.

Area preparedness levels are determined from the ground up, and at the higher levels may constrain activities in a single unit not experiencing similar activity.

### **EASTERN AREA PREPAREDNESS PLAN**

Preparedness levels are determined by specific management direction with consideration to predicted fire behavior, weather, resource availability, fire danger, and activity levels.

### **UNIT PREPAREDNESS PLAN**

Unit preparedness levels are determined in accordance with agency/bureau/state/tribal direction through Agency Directives. Similar preparedness processes should take place at interagency and unit dispatch centers.

**PREPAREDNESS LEVEL DESCRIPTION**

The following tables specify actions that the Eastern Area (EA) will take in providing incident support capability suited to the hazard, risk, and situation complexity. Each action specified under a PL is in addition to all actions taken in the preceding PL.

<b>ALL PREPAREDNESS LEVELS</b>	
<b>DESCRIPTION:</b> <b>Wildland Fire:</b> The following activities apply regardless of the level of incident activity. <b>All Hazard:</b> Potential exists for all-hazard involvement.	
<b>Management Direction/Consideration</b>	<b>Responsibility</b>
<b>A.</b> Report wildland and prescribed fire activity via the Interagency Situation Report program as directed by EACC.	Unit Administrator/Dispatch Center
<b>B.</b> For all incidents that meet the large fire criteria, prepare an ICS-209 and submit via FAMWEB system. (Eastern Area and National Interagency Mobilization Guides, Chapter 60)	Incident Commander/Dispatch Center
<b>C.</b> Provide EACC with timely intelligence on existing and emerging situations.	Unit Administrator/Dispatch Center
<b>D.</b> Provide 7-day product.	EACC Predictive Services
<b>E.</b> Staff Dispatch Centers commensurate with the level of incident activity and resource order workload not only at the local level but also the Eastern Area and National activity levels. This will range from providing an after-hours contact to staffing the center on an extended shift basis.	Fire Management Officer

<b>PREPAREDNESS LEVEL 1</b>	
<b>DESCRIPTION:</b> <b>Wildland Fire:</b> Minimal activity area wide. Most Fire Danger Rating Areas have low to moderate fire danger and probability of significant incident occurrence. Potential for escaped fires is low. Minimal commitment of Eastern Area resources. Units are handling all incidents without outside resources. <b>All Hazard:</b> Potential exists for all-hazard involvement.	
<b>Management Direction/Consideration</b>	<b>Responsibility</b>
<b>A.</b> EACC staff on duty regular business hours. Outside of business hours, a Duty Officer will be on-call.	EACC Center Manager
<b>B.</b> Monitor daily situation reports.	EACC Predictive Services

<b>PREPAREDNESS LEVEL 2</b>	
<b>Description:</b> Moderate activity. At least several Fire Danger Rating Areas with Moderate to High fire danger and the possibility of significant incident occurrence. Potential for escaped fires is moderate. Potential exists for fires becoming Class D or larger. Little or no commitment of Eastern Area Resources in the EA, although national mobilization may be occurring. <b>All Hazard:</b> Potential exists for all-hazard involvement.	
<b>Management Direction/Consideration</b>	<b>Responsibility</b>
<b>A.</b> EACC staff on duty regular business hours. Hours may be extended, according to activity occurring. Outside of business hours, a Duty Officer will be on-call.	EACC Center Manager

<b>B.</b> Consider severity needs.	Area Administrators
<b>C.</b> Consider coordinating the issuance of press releases that highlight interagency current conditions and a brief outlook.	Area Administrators

<b>PREPAREDNESS LEVEL 3</b>	
<b>DESCRIPTION:</b> <b>Wildland Fire:</b> Several Fire Danger Rating Areas are experiencing High or greater fire danger and/or two or more units experiencing significant incidents. Potential exists for fires becoming Class E or larger. Potential for Incident Management Team mobilization is regularly present and/or one IMT is on standby or committed to an incident. Initial Attack resources are heavily committed within some local dispatch areas requiring frequent mobilization of EA/Compact resources. <b>All Hazard:</b> Significant All-Hazard incident event, hurricane landfall, possible within the EA within the next 72 hours. FEMA is considering issuing mission assignments.	
<b>Management Direction/Consideration</b>	<b>Responsibility</b>
<b>A.</b> EACC staff on duty 0700-1700 seven days a week. Hours may be extended, according to activity occurring. Consider standing up a Decision Support group.	EACC Center Manager
<b>B.</b> Provide daily weather briefing.	EACC Predictive Services
<b>C.</b> Coordinate pre-positioning of resources.	EACC
<b>C.</b> Consider activation of the MAC Group if resource competition, incident workload or agency interests indicate the need.	EACC Center Manager/MAC
<b>D.</b> Mobilize aviation assets (Water Scoopers/Air tankers/Helicopters) into the Eastern Area as appropriate.	EACC Center Manager
<b>E.</b> Consider weekly conference calls with Dispatch Centers.	EACC Center Manager
<b>F.</b> Consider weekly Aviation calls.	EACC Center Manager
<b>G.</b> Ensure qualified personnel are available for assignment.	Agency Administrator
<b>H.</b> Consider opening pre-identified Mobilization Centers/Staging Areas.	EACC Center Manager
<b>I.</b> Notify EACG if it appears that the PL will go beyond PL-3.	EACC Center Manager

<b>PREPAREDNESS LEVEL 4</b>	
<b>DESCRIPTION:</b> <b>Wildland Fire:</b> Several Fire Danger Rating Areas are experiencing Very High or greater fire danger. Multiple units are experiencing fires requiring additional resources mobilized from outside the EA. Aviation resources are critical to success. No improvement in the predicted weather is expected for at least 48-72 hours. Two or more Incident Management Teams are committed in the Eastern Area. <b>All Hazard:</b> Significant All-Hazard event, hurricane landfall, possible within the EA within the next 24 hours. FEMA is considering issuing mission assignments.	
<b>Management Direction/Consideration</b>	<b>Responsibility</b>
<b>A.</b> Activate the MAC Group.	EACG
<b>B.</b> Allocate resources according to priorities.	EACC Center Manager/MAC
<b>C.</b> Open pre-identified Mobilization Centers/Staging areas as appropriate.	EACC Center Manager

<b>D.</b> Consider activating Interagency Public Information Group	EACC Center Manager/MAC
<b>E.</b> Activate a Decision Support Group for the Eastern Area. Staff as necessary based upon need and severity.	EACC Center Manager
<b>F.</b> Consider prepositioning Incident Management Teams.	MAC
<b>G.</b> Consider prepositioning Safety Officers and Type 3 Incident Commanders/teams.	Center Manager/MAC
<b>H.</b> Mobilize additional aviation assets (Water Scoopers/Air tankers/Helicopters) into the Eastern Area as appropriate.	EACC Center Manager
<b>I.</b> Consider activation of Aviation Safety Assistant Teams.	MAC
<b>J.</b> Notify the NICC and all EA dispatch centers when MAC Group is operational. Notify Incident Commanders of call-in protocols and reporting template. Coordinate conference line, activation of MAC group coordinator, and other specialists in consultation with the MAC Group.	EACC

PREPAREDNESS LEVEL 5	
<p><b>Description:</b> Several State/Federal units are experiencing major fires which have the potential to exhaust all resources, while numerous new fires and/or resource commitments continue to occur. Most, if not all, the resources within the EA are committed. As resources become available, they are immediately reassigned to other incidents. Most of the support is coming from outside the EA. No improvement in the weather is predicted for at least 72 hours.</p> <p><b>All Hazard:</b> Significant All-Hazard event has caused extensive damage. FEMA has issued mission assignments related to the response.</p>	
Management Direction/Consideration	Responsibility
<b>A.</b> Intensify coordination efforts with all wildland fire protection agencies.	MAC
<b>B.</b> Dispatch Centers staffed 7 days a week to provide coverage/service for affected units.	Fire Management Officers
<b>C.</b> Assess risk and impacts of the proposed actions and discuss with the National MAC Group.	MAC

PREPAREDNESS LEVEL 5 to 4
<p><b>Description:</b> Large fire potential has decreased. Most critical needs for ongoing large fires or incidents have been met. No longer receiving new mission assignment for all-hazard incidents.</p>

PREPAREDNESS LEVEL 4 to 3
<p><b>Description:</b> Competition for resources has decreased. Team commitment across the area is decreasing. Ordering for hurricane or all-hazard support has decreased and critical needs have been met.</p>

**PREPAREDNESS LEVEL 3 to 2**

**Description:** Most significant fires are releasing resources and reaching containment. Initial attack resources are becoming available. Fuels and weather conditions are not conducive for significant fire growth. Requests for hurricane or all hazard support is greatly diminished.

**NATIONAL MULTI-AGENCY COORDINATING GROUP (NMAC) ORGANIZATION**

Refer to National Mobilization Guide, Chapter 10

**NIFC DIRECTORS' DELEGATIONS**

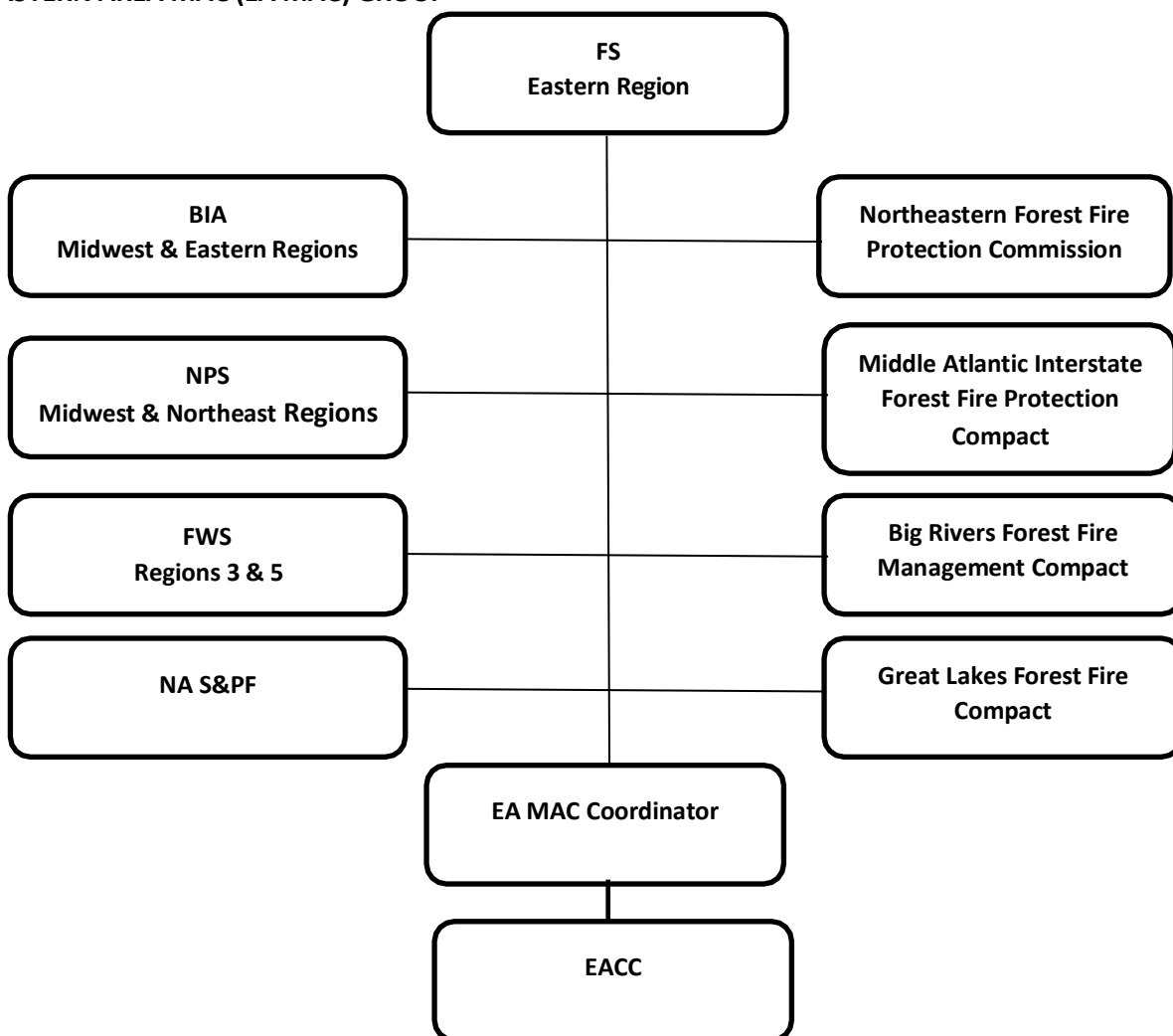
Refer to National Mobilization Guide, Chapter 10

**MULTI-AGENCY COORDINATING GROUPS (MAC) ORGANIZATION**

Refer to National Mobilization Guide, Chapter 10

**NMAC ROLES/RESPONSIBILITIES**

Refer to National Mobilization Guide, Chapter 10

**EASTERN AREA MAC (EA MAC) GROUP**

There may be a need for Geographic Areas to activate their MAC Groups (GMAC) when the National Preparedness Level is at a 5, enabling Geographic Area response to requests and direction from the NMAC.

**MAC Group:** A combination of facilities, personnel, equipment, procedures, and communications integrated into a common system with responsibility for coordination of resources from assisting agencies and support to multi-agency fire suppression operations within the Eastern Area. A MAC group should be established at the area or unit level when criteria for establishment are met.

**Agency Administrator:** Those personnel staffing agency line management positions in the highest tier of their organizations within the Eastern Area. Examples include:

- Bureau of Indian Affairs - Area Director
- National Park Service - Regional Director
- Fish and Wildlife Service - Regional Director
- Forest Service - Regional Forester
- State Compacts - Compact Chairperson

**Unit Administrator:** Personnel staffing field line management positions within the Eastern Area. Examples include:

- Bureau of Indian Affairs - Agency Superintendents/Tribal Council
- National Park Service - Park Superintendents
- Forest Service - Forest Supervisors
- Fish and Wildlife Service - Refuge Managers
- State Division of Forestry - Local Foresters

**GACC Center Manager:** Serves as an advisor to the MAC group.

### **EASTERN AREA MAC GUIDELINES**

**Composition of the EA MAC Group:** The EA MAC group is made up of personnel from those agencies that have jurisdictional responsibility and those who are heavily supporting the suppression effort or may be significantly impacted by the lack of local resources. Agency representatives should be fully authorized to represent their agency (commits resources and authorizes expenditure of funds).

**Typically, a geographic area EA MAC group would include:**

- Regional Director/Fire Operations officer level for Forest Service
- State Forester/Deputy State Forester level for State agencies
- State Fire Management Officer level for the Bureau of Land Management
- Area Fire Management Officer for the Bureau of Indian Affairs
- Regional Fire Management Officer for the National Park Service
- Regional Fire Management Coordinator for Fish and Wildlife Service

**Roles and responsibilities of the EA MAC group are:**

- Prioritizes incidents.
- Ensures the collective resource situation status, by agency, is provided and current.
- Determines specific resource requirements, by agency.

- Determines resource availability by agency (available for out of geographic area assignments).
- Determines need for and designates mobilization and demobilization centers.
- Allocates limited resources to incidents based on priorities.
- Anticipates future resource needs.
- Reviews policies/agreements for resource allocations.
- Reviews need for other agencies involvement.
- Provides necessary liaison with out-of-area agencies as appropriate.
- Critiques operation and recommends improvements.

**MAC Group Coordinator:** serves as a facilitator in organizing and accomplishing the mission, goals, and direction of the MAC group. The position provides expertise on the functions of a MAC organization and the proper relationships to be had with dispatch centers and incidents. The MAC Coordinator needs to be highly skilled in incident management and have a working knowledge of the National Incident Management System (NIMS). Experience in an area or zone coordination center, or as a planning section chief and/or completion of the national MAC training is desirable.

**The EA MAC group coordinator performs the following:**

- Fills and supervises necessary unit and support positions, as needed, in accordance with coordination complexity.
- Arranges for and manages facilities and equipment necessary to carry out the EA MAC group functions.
- Facilitates the EA MAC group decision process by ensuring the development, distribution, and display of information and archiving that will assist agency representatives in keeping informed of the total situation. The coordinator provides the data necessary for priority setting and allocation of resources.
- Implements decisions made by the EA MAC group.
- Receives reviews, distributes and implements EA MAC decisions to agency representatives and through established dispatch ordering channels.

**MAC group situation unit coordinator** is responsible for the collection and organization of incident status and situational summary information. The position should be filled by an experienced situation unit leader.

**MAC group resources unit coordinator** is responsible for maintaining and providing current information regarding status of personnel, equipment, and aircraft committed and available within the MAC area of responsibility. The position should be filled by an experienced resources unit leader.

**MAC group information unit coordinator** is responsible for providing summary information from agency/incident information officers, as well as identifying sources of additional information from the media and/or other government agencies. The position should be filled by an experienced information officer.

Other support positions should be filled on an as needed basis.

#### **EASTERN AREA MAC OPERATING PROCEDURES**

A MAC group coordinator will be mobilized at Preparedness Level 4.

The EA MAC group will normally be located at, or at a location near, EACC. The EA MAC group could

work from alternate locations (or by conference call) depending on incident and situational complexity.

The EA MAC group is mobilized through EACC.

The normal flow of information to the EA MAC group is through the dispatch and coordination system and not direct from incidents.

EA MAC will be activated at Planning Level 5.

### **EASTERN AREA MULTI-AGENCY COORDINATING GROUP (EA MAC) DECISIONS**

All EA MAC Group decisions affecting the geographic area and/or sub-regional areas will be distributed electronically to all interagency partners.

### **EA MAC EVALUATION**

The EA MAC Coordinator will document decisions and their results, and will report to the EA MAC during subsequent meetings.

### **INCIDENT SUPPORT ORGANIZATION (ISO)**

Refer to National Mobilization Guide, Chapter 10

### **MOBILIZATION PROCEDURES FOR MILITARY ASSETS**

For more information reference the Military Use Handbook, NFES 2175:

[https://www.predictiveservices.nifc.gov/intelligence/military/Military\\_Use\\_Handbook\\_2006\\_2.pdf](https://www.predictiveservices.nifc.gov/intelligence/military/Military_Use_Handbook_2006_2.pdf)

### **INTERNATIONAL OPERATIONS**

Refer to National Mobilization Guide, Chapter 10

### **CANADA SUPPORT**

Mobilizations involving the United States of America (USA) and Canada are governed and directed by the diplomatic note, Reciprocal Forest Fire Fighting Arrangement Operational Guidelines, and by local initial attack agreements. Requests to Canadian agencies will normally be made after US resources are depleted, shortages are projected, or reasonable timeframes cannot be met. All requests for use of Canadian Resources must be ordered through NICC, except for local mutual aid that does not include provisions for any reimbursement. The USA may request air tankers from Canada only after all available contract and Call - When - Needed (CWN), aircraft have been mobilized. The US may request helicopters from Canada after all available contract and CWN helicopters have been mobilized.

### **GUIDELINES FOR CANADIAN MOBILIZATIONS**

Canadian resources can be mobilized into the Eastern Area through three different procedures:

- **Regionally:** Through the international agreement.
- **Forests:** Through border agreements for initial attack.
- **States:** Through a compact member and sent to state protected lands (remaining a State resource).

**Policy and Operating Procedures:** Under the Canada/United States Reciprocal Forest Fire Fighting Arrangement and associated operations plan, the same policies apply to Forest Service and Department of Interior (DOI) employees.



**Mobilization:** The Canadian Interagency Forest Fire Centre (CIFFC)/NIFC Operational Guidelines do not override or supersede any existing cooperative wildland firefighting arrangements such as border agreements. Local agencies sharing common international boundaries are encouraged to enter into border agreements to facilitate preparedness and initial attack on fires posing a common threat. Beyond these, federal employees may only be mobilized under the CIFFC/NIFC arrangement through NICC.

**State Employees:** The Canada/United States Reciprocal Forest Fire Fighting Arrangement does not specifically provide coverage for tort claims or liability for state employees, thus until there is resolution to this issue state resources cannot fill positions on Incident Management Teams or firefighting crews mobilized through this CIFFC/NIFC agreement. The Federal AD hiring policy is only authorized within the US and is not applicable for international support.

**Passport Issues:** Due to dynamic and evolving policies and procedures local dispatch centers should reference <https://travel.gc.ca/returning/travelling-to-canada> for current information regarding passport requirements for response.

**Aviation:** It may become necessary for US firefighting personnel to be transported on aircraft owned or contracted by the Provinces of Canada. US firefighting personnel are approved to ride in aircraft that have been approved by the Provinces of Canada for the purpose of wildland firefighting.

## AUSTRALIA AND NEW ZEALAND SUPPORT

Refer to National Mobilization Guide, Chapter 10

## MEXICO SUPPORT

Refer to National Mobilization Guide, Chapter 10

## OTHER NATIONS SUPPORT FOR LARGE SCALE MOBILIZATIONS

Refer to National Mobilization Guide, Chapter 10

## ORDERING CHANNELS

All agencies have designated ordering procedures for incident and wildland fire support and services. These established ordering channels provide for: rapid movement of requests, agency review, efficient utilization of resources, and cost effectiveness.

## GEOGRAPHIC AREA COORDINATION CENTERS (GACCs)

The GACCs act as focal points for internal and external requests not filled at the local level. GACCs are located in the following areas:

ALASKA – Fort Wainwright, Alaska: <https://fire.ak.blm.gov/>

EASTERN – Milwaukee, Wisconsin: <https://gacc.nifc.gov/eacc/>

GREAT BASIN – Salt Lake City, Utah: <https://gacc.nifc.gov/gbcc/>

NORTHERN CALIFORNIA OPERATIONS – Redding, California: <https://gacc.nifc.gov/oncc/>

NORTHERN ROCKIES – Missoula, Montana: <https://gacc.nifc.gov/nrcc/>

NORTHWEST – Portland, Oregon: <https://gacc.nifc.gov/nwcc/>

ROCKY MOUNTAIN – Lakewood, Colorado: <https://gacc.nifc.gov/rmcc/>

SOUTHERN – Atlanta, Georgia: <https://gacc.nifc.gov/sacc/>

SOUTHERN CALIFORNIA OPERATIONS – Riverside, California: <https://gacc.nifc.gov/oscc/>

SOUTHWEST – Albuquerque, New Mexico: <https://gacc.nifc.gov/swcc/>

### **EASTERN AREA COORDINATION CENTER (EACC)**

EACC is the focal point for non-local resource ordering both within and outside the geographic area.

The Center Manager has been delegated authority from the Eastern Area Coordination Group (EACG) to set incident priorities and move resources throughout the geographic area and to geographic areas outside of the Eastern Area to meet incident needs.

Eastern Area dispatch relationships have been established with the following dispatch centers:

- Emergency Incident Coordination Center (VA-EIC)
- Illinois Interagency Coordination Center (IL-ILC)
- Indiana Interagency Dispatch Center (IN-IIC)
- Michigan Interagency Dispatch Center (MI-MIDC)
- Michigan State Dispatch Center (MI-MISC)
- Mid-Atlantic Interagency Coordination Center (PA-MACC)
- Minnesota Interagency Coordination Center (MN-MNCC)
- Missouri-Iowa Interagency Dispatch Center (MO-MOC)
- Northeastern Interagency Dispatch Center (NH-NEC)
- Wisconsin Interagency Dispatch Center (WI-WIC)
- Wisconsin State Dispatch Center (WI-WISC)

### **EASTERN AREA DISPATCH CENTERS**

The ten (10) Eastern Area Dispatch Centers are responsible for coordinating the mobilization of resources and the collection and dissemination of intelligence information on incidents within their local areas of jurisdiction. These Dispatch Centers serve as the link between EACC and the individual Forests, Parks, Refuges, Tribes, BIA Agencies and States.

#### **Illinois Interagency Coordination Center - Unit ID: IL-ILC**

This dispatch center is located on the Shawnee National Forest, Murphysboro, IL. ILC dispatches resources for Illinois State, US Forest Service, US Fish and Wildlife Service, National Park Service, and The Nature Conservancy located within Illinois.

#### **Indiana Interagency Dispatch Center - Unit ID: IN-IIC**

This dispatch center is located on the Hoosier National Forest, Tell City, IN. IIC dispatches resources for Indiana State, US Forest Service, US Fish & Wildlife Service, National Park Service, Crane Naval Weapons Depot, and The Nature Conservancy located within Indiana.

#### **Michigan Interagency Dispatch Center - Unit ID: MI-MIDC**

This dispatch center is located on the Huron-Manistee National Forest, Cadillac, MI. MIDC dispatches resources for the US Forest Service, US Fish and Wildlife Service, Bureau of Indian Affairs, the National

Park Service, and The Nature Conservancy located within Michigan.

**Michigan State Dispatch Center - Unit ID: MI-MISC**

This dispatch center is located at the DNR Forest, Lansing, MI. MISC dispatches Michigan State resources.

**Mid-Atlantic Interagency Coordination Center - Unit ID: PA-MACC**

This dispatch center is located at the Pennsylvania Emergency Management Agency (PEMA) in Harrisburg, PA. MACC dispatches for the States of Delaware, Maryland, New Jersey, Ohio, Pennsylvania and West Virginia, the US Forest Service resources in Ohio, Pennsylvania and West Virginia, National Park Service resources in Ohio and Indiana, US Fish & Wildlife Service in Ohio, the Aberdeen Proving Grounds in Maryland, Fort Dix Army Base in New Jersey, the National Weather Service, the Nature Conservancy within Ohio and the Center for Disease Control in West Virginia.

**Minnesota Interagency Coordination Center - Unit ID: MN-MNCC**

This dispatch center is located at the Minnesota Interagency Fire Center, Grand Rapids, MN. MNCC dispatches resources Minnesota State, US Forest Service, Bureau of Indian Affairs, US Fish & Wildlife Service, National Park Service, National Weather Service, and The Nature Conservancy within Minnesota.

**Missouri - Iowa Interagency Dispatch Center - Unit ID: MO-MOC**

This dispatch center is located on the Mark Twain National Forest, Rolla, MO. MOC dispatches resources for the States of Missouri and Iowa, US Forest Service, US Fish and Wildlife Service, Bureau of Indian Affairs, National Park Service, National Weather Service, Boone County Fire Department, and The Nature Conservancy within Missouri and Iowa.

**Northeastern Interagency Dispatch Center - Unit ID: NH-NEC**

This dispatch center is located on the White Mountain National Forest in Campton, NH. NEC dispatches resources for the US Forest Service, US Fish & Wildlife Service, Bureau of Indian Affairs, National Park Service, National Weather Service, Department of Defense in Connecticut, New Hampshire, and New York and The Nature Conservancy within the States of Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont.

**Wisconsin Interagency Dispatch Center - Unit ID: WI-WIC**

This dispatch center is located on the Chequamegon-Nicolet National Forest, Woodruff, WI. WIC dispatches resources for US Forest Service, US Fish & Wildlife Service, Bureau of Indian Affairs, National Park Service, Bureau of Land Management, and The Nature Conservancy within Wisconsin.

**Wisconsin State Dispatch Center - Unit ID: WI-WISC**

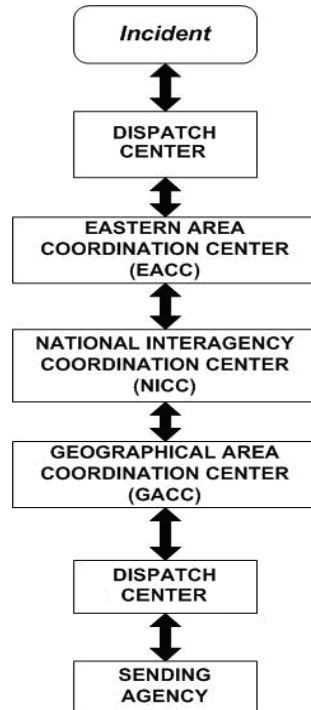
This dispatch center is located at the Division of Forestry Office, Cumberland, WI. WISC dispatches Wisconsin State resources.

**ORDERING PROCEDURES**

Resource requests will be processed using the Interagency Resource Ordering Capability (IROC). Resource order requests, as the result of an incident, preparedness, severity, and wildland and

prescribed fire will follow the established ordering channels displayed below.

At the point in this flow chart when an order can be filled, reverse the process to ensure proper notification back to the incident or requesting office. Local agency dispatch offices should use mutual aid agreements with cooperators whenever possible.



### IROC NEIGHBORHOOD ORDERING

Dispatch centers may order resources directly from approved neighbors for initial attack, extended attack, severity, prescribed fire, and planned management non-fire activities to support incidents within their local dispatch area. Standard resource ordering procedures apply for the movement of all resources.

#### Eastern Area Neighborhood Ordering Procedures:

- Neighborhood Ordering will be open year-round.
- Dispatch Centers will utilize the closest forces concept when mobilizing resources.
- All orders must be placed in IROC.
- All requests will be followed up with a phone call. The need for open communication between Dispatch Centers and EACC, as well as substantial documentation in IROC, is critical in making this process a success.
- If the GACC needs a resource that has been mobilized neighbor to neighbor, the GACC will place the order with the Host Dispatch Center. Notification by phone call will occur to all affected Dispatch Centers and the information will be documented in IROC.
- Dispatch Centers cannot re-assign resources to another Dispatch Center if that resource was originally mobilized through the Neighborhood Ordering policy without the permission of the resource's home Dispatch Center.
- At a Dispatch Center Manager's discretion and with GACC notification, a Dispatch Center may

temporarily withdraw their participation in the neighborhood.

- EACC has the authority to withdraw Neighborhood Ordering. This may be due to prioritization of incidents and resources by the GACC/GMAC at higher Preparedness Levels and incident activity. All affected Center Managers will be consulted regarding this decision. When Neighborhood Ordering is temporarily withdrawn, orders will be placed through established dispatch channels.
- Orders for National resources (Type 1 Incident Management Teams, Buying Teams, Interagency Hotshot Crews, Type 1 and 2 helicopters, air tankers, 4390 radio starter kits, etc.) will not be included in Neighborhood Ordering. These requests will be placed to the GACC through established dispatch channels.
- Non-compliance with Neighborhood Ordering procedures may result in Neighborhood Ordering being turned off.
- Crossing geographic boundaries requires notifications to both affected GACCs.

### **Eastern Area Ordering Selection Areas:**

The following list defines the neighborhood for each Dispatch Center which currently has established Neighborhood Ordering relationships.

<b>Dispatch Center</b>	<b>May order directly from:</b>
IL-ILC	IIC, KICC*, MOC
IN-IIC	ILC, KICC*, MOC
MI-MIDC	MISC, MNCC, WIC, WISC
MI-MISC	MIDC, WISC, WIC, MNCC
MN-MNCC	MIDC, WIC, MISC, WISC, NDC*
MO-MOC	AOC*, IIC, ILC, KICC*, TICC*
NH-NECC	N/A
PA-MACC	KICC*, VICC*
WI-WIC	MIDC, MNCC, WISC, MISC
WISC	WIC, MNCC, MIDC, MISC

\* Denotes ordering agreements with Dispatch Centers outside of Eastern Area

### **INITIAL ATTACK AGREEMENTS**

Agreements are established to authorize interagency involvement and provide cost effective suppression actions that benefit all agencies.

Within the Eastern Area, a unit may order resources directly from a neighboring unit, provided this direct ordering has been pre-identified in a written cooperative agreement or operating plan. When resources are requested utilizing a cooperative agreement, the sending unit can provide only the resources under its span of control. EACC should be notified when resources are committed. All initial attack resources responding to an incident under the authority of a cooperative agreement or operating plan cannot be reassigned to another unit's incident or be put into standby status without prior approval from the sending unit.

All resources initially ordered under cooperative agreements and remaining on the incident beyond the first 24 hours of initial attack must be formally ordered in IROC using normal dispatch procedures.

**This is the only instance that a IROC "catch-up" Resource Order will be allowed.**

**ORDERING BETWEEN LOCAL OFFICES ACROSS GACC BOUNDARIES**

Local dispatch centers adjacent to one another may engage in resource ordering across GACC boundaries without having a formal agreement or MOU in place. Resource movement could include personnel and equipment for wildland fire response, prescribed burning opportunities and/or other resource-based activities. Local border agreements may be necessary if there is a need to exchange funds or provide for cross-billing authorities.

The sending GACC must grant approval to the local center before any National or Geographic type resources are sent across GACC boundaries. Depending on National PL levels and/or NMAC priorities, the NICC may also require approval. Resources sent across GACC boundaries cannot be reassigned without prior approval from the sending GACC and the sending local unit. Except for initial attack, all resources are to be mobilized across GACC boundaries on a resource order. Resources committed beyond initial attack are expected to be ordered on a resource order.

**SUPPORT TO BORDER FIRES**

Border fires are defined as a wildfire that has crossed the boundary from one (1) Geographic Area into another or where the fire is expected to cross the boundary within two (2) burning periods.

Whereas both Geographic Areas have a vested interest and authority to provide resource support to the incident, they may order directly from each other in support of the incident. The following protocols apply:

- A single ordering point will be designated to ensure proper assignment and demobilization of resources. The incident will remain with the originating unit for situation reporting and prioritization.
- The dispatch organization designated as the single ordering point may place orders to either GACC using established ordering channels, however only the GACC of the originating unit expanded dispatch is authorized to place orders with NICC.
- Prior to initiating border fire support operations, concurrence and agreement must occur between the two GACCs and NICC. In order to maintain effective coordination and ensure that the appropriate resources are mobilized, communication will be necessary between both GACCs and the expanded dispatch organization.

Existing Eastern Area Border Agreements should be followed where applicable:

- Minnesota Incident Command System (MNICS) - Ontario and Manitoba, Canada
- Northeastern Compact - Quebec, Nova Scotia, and New Brunswick, Canada

**UNIT IDENTIFIERS**

Each GACC Center Manager shall designate a Unit Identifier Data Custodian (GACC Data Custodian) and an alternate for their Geographic Area. GACC Data Custodians are responsible to ensure the documented agency internal process has been completed and have authority to ensure appropriate NWCG Organizational Unit Codes are created. GACC Data Custodians are responsible for timely entry of proposed additions, modifications, and deactivations of Unit Identifiers and associated information in the system of record (SOR) upon receipt of written requests. The Unit Identifier Board Chair/Co-Chair is responsible for monthly publication of changes to (NWCG) Unit Identifiers PMS 931.2 after approval by the NWCG Unit Identifier Board (UIB).

**MOBILIZATION AND DEMOBILIZATION INFORMATION**

Travel information for resources will be transmitted by using IROC. Each travel segment will identify mode of travel, carriers name with flight numbers, departure and arrival locations with estimated departure time and estimated arrival time (ETD/ETA) using the local time and time zone.

### **NON-INCIDENT RELATED ORDERING**

Resource acquisition not related to an incident, preparedness, severity, and wildland fire may also follow these ordering procedures. The use of appropriate cost coding procedures is required.

### **PRIORITY TRAINEE MOBILIZATION PROGRAM**

The primary mission of the Eastern Area Priority Trainee Mobilization Program (PTMP) is developing an interagency workforce by mobilizing trainees to incidents, aiding them in gaining critical experience for Fire Management position requirements, and successional planning for Incident Management Teams.

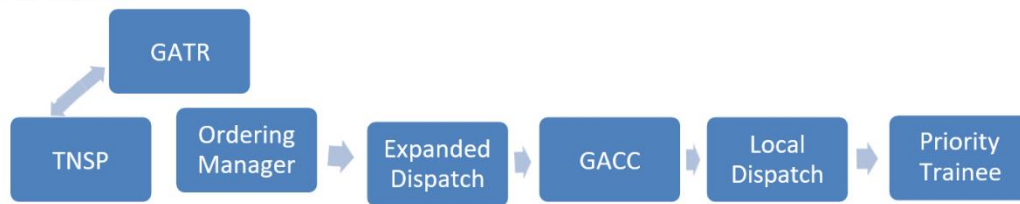
[Operating Procedures](#) have been established by the EACG for the effective and efficient implementation of the PT program.

**Mobilization Process:** Local incident or the assigned IMT will identify a training opportunity. The Training Specialist (TNSP) or incident dispatch center will check to see if there are any available local trainees. If available, dispatch will create and fill incident trainee resource order.

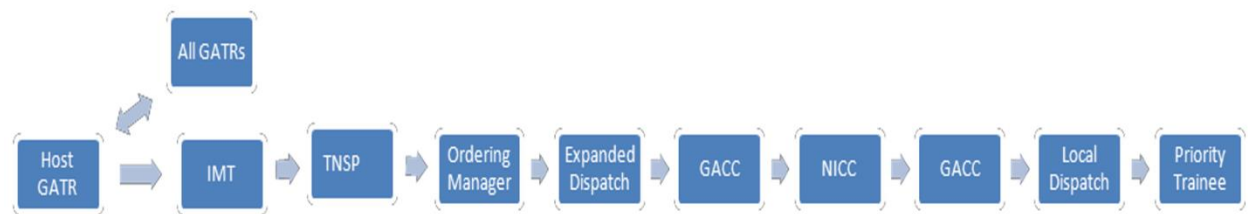
If there are no local trainees available, the TNSP/dispatch will contact Eastern Geographic Area Training Representative (GATR). GATR will determine if there is an available PT within the Geographic Area. If a PT is available, GATR will confirm PT's true availability. If none are available, the GATR will review the national PT available list. If an out-of-area PT resource is listed, the Eastern GATR will contact PT's GATR who will confirm the PT's true availability.

In and Out of the area PT's the Eastern GATR will relay the PT's name to the incident's TNSP/Dispatch. Dispatch will create a name request resource order for the PT and place up to the Eastern Area Coordination Center (EACC). If the PT is in-area, the EACC will place the request to the PT's local dispatch center. If the PT is from out-of-the-area, the EACC will place the request up to the National Interagency Coordination Center (NICC) which will place the request to the PT's GACC. The PT's GACC will then place the request to the PT's local dispatch center.

If no available PTs are identified, a standard request for a trainee will be created and place up to the Eastern GACC to process through normal dispatch procedures.

**In GACC**

TNSP=> Ordering => Expanded Dispatch => GACC => Local Dispatch => Priority Trainee= Return with Fill or Unable to Fill (UTF)

**Out of GACC**

TNSP=> Ordering => Expanded Dispatch => GACC => NICC => Out of area GACC => Local Dispatch => Priority Trainee= Return with Fill or Unable to Fill (UTF)

**Name Requests**

Name Requests for a trainee position will be honored providing the individual is on the PT list after it has been routed through to GATR. Name requests for trainees not participating in the PT Program will not be honored provided there is a PT available to take the assignment. EACC will notify the requesting unit to advise of the available PT and request the Name Request be amended to accommodate the available PT. If the requesting unit agrees, then the request will be altered and filled with a PT. Conversely, if the requesting unit will not agree to the PT, then the requesting unit will be asked to retrieve the request.

- A Name Requests for a trainee positions on a “hard dollar” incident, such as an Rx burn, will be honored even if the individual is not on the PT list.
- A trainee Name Request for an individual who is a rostered member of an assigned team (Federal or State IMTs, NIMO, Fire & Aviation Safety Team (FAST), Prevention, Buying, Area Command, etc.), that is not for the position to which they are rostered, nor are they on the PT list for that position will be honored if there are no currently available EA PTs for that position or with the approval of the EA GATR. Many IMTs develop lists of trainees and/or apprentices that have applied to the Teams and are not on the PT lists. These trainees are used to build depth and aide in successional planning to assure continued success of the teams.
- A Name Requests for a trainee positions in which the individual is not the PT list will not be honored and every attempt will be made to fill the request with an individual on the PT list. If the ordering unit is unwilling to accept the PT, then the name request may still be honored in cases where the name requested individual has specific knowledge, skills, or abilities essential to the effective management of the incident.

**EMERGENCY/DISASTER RECOVERY PLANNING**

Dispatch centers with mobilization responsibilities within the Eastern Area shall develop and maintain a



disaster recovery plan specifically designated for implementation during an ordered emergency evacuation of existing facilities.

The recovery plan will pre-identify the location of facilities to be used and the processes to ensure the transfer of personnel, supplies and related equipment required of dispatch mobilization.

The recovery plan will pre-identify two alternative locations. The primary alternative location should be within a reasonable driving distance. The secondary alternative location will be identified in a rural area, in a non-federal building, and beyond the fall out zone of a nuclear energy facility. The event that initiated the evacuation will dictate which location is to be used.

At the time of evacuation, the workload must be temporarily transferred to a neighboring dispatch center until the alternative location is fully functional and can resume operations. The recovery plan must pre-identify the alternative dispatch center, the process for the temporary transfer of workload, the estimated time to relocate and become fully functional.

Each Local Dispatch Center should provide EACC with a copy of their Emergency/Disaster Recovery Plans annually by April 1.